

Instructions for Completing the Application Form for the Louisiana Environmental Laboratory Accreditation Program

(Last Updated 05/07/2007)

Purpose:

This application form provides a means for environmental laboratories to apply for accreditation to submit environmental laboratory data as required by LAC 33:I.Subpart 3. The application form also provides the information needed to assess fees for the parameters a laboratory is accredited to perform.

Explanation and Definition:

The "Application for Environmental Laboratory Accreditation" is to be completed by environmental laboratories applying for certification in accordance with LAC 33:I.Subpart 3. The completed application form, attachments, and enclosures, **with the required \$660.00 application fee**, are to be submitted to the Louisiana Department of Environmental Quality, Environmental Laboratory Accreditation Program.

"Section by Section Instructions":

Section A. Purpose of Application: Check the blank that identifies whether the laboratory is applying for initial accreditation, renewal accreditation, reaccreditation, or accreditation for additional parameters.

Section B. Type of Accreditation: Check the blank that identifies whether the laboratory is seeking accreditation to operate only in Louisiana or in multiple states.

Section C. Laboratory Name: Enter your laboratory's official or legal name. If your lab is a branch office or a substation of the Company, specify the location or the branch name after a dash. Limit name to 27 characters (including punctuation and spaces) for computer entry. **Note: What you put here is exactly how your laboratory name will appear on the certificate and in all of our records.**

Section D. Mailing Address: Enter the complete mailing address of the office where correspondence should be sent (i.e., P. O. Box). Also, if the lab is located in Louisiana, enter the parish code referencing the attached list of parish codes.

Section E. Shipping Address: Enter the street address of your laboratory (not P. O. Box). If no street address has been assigned, enter a location or description. Also, if the lab is located in Louisiana, enter the parish code referencing the attached list of parish codes.

Section F. Billing Name and Address: Enter the name and complete address of the office where the invoice for fees should be sent. Also, if the lab is located in Louisiana, enter the parish code referencing the attached list of parish codes.

Section G. Laboratory Telephone Number: Enter your laboratory's business telephone number.

Section H. Laboratory FAX Number: Enter your laboratory's telefax machine number if one is available.

Section I. Laboratory Internet E-Mail Address: Enter the internet e-mail address for your laboratory if one is available.

Section J. Type of Laboratory: Check the type of laboratory which applies.

Section K. Laboratory Representative as defined in LAC 33:I.4503: Enter the name and telephone number for the Laboratory Representative.

Section L. Out-of-State Laboratories Only: This Section applies to out-of-state laboratories only. List all Environmental Laboratory Accreditations/Certifications held by the laboratory. Attach copies of all current Accreditations/Certificates, including lists of parameters and methods, last two EPA WS and/or WP PE study results, most recent on-site evaluation reports and responses to deviations from each of the following State Accreditation/Certification Programs (Use additional sheets if necessary.).

Section M. Laboratory Technical Director: Enter the name, telephone number, education, and related experience for that person designated as Laboratory Technical Director.

Section N. Laboratory Personnel: Enter the name, education, experience, and primary responsibilities for all key personnel involved in the laboratory operations. Resumes may be attached.

Section O. Test Categories, Fields of Testing, and Fee Calculation:

EXAMPLE OF FEE CALCULATION:

FIELDS OF TESTING

TEST CATEGORIES	Air Emission	Wastewater/ Surface Water	Ground Water	Solid and Hazardous Waste	Soils, Sediments, and Sludges	Biological Materials	Radiological/ Assays	Bioassays/ Biomonitoring/ Toxicological	Annual Fee per Category	Your Fees
Metals		X	X	X	X				\$330	\$330
Air Pollutants Including Industrial Hygiene and Toxic Organic Compounds (T.O.) Methods	X								\$330	\$330
Nutrients, Minerals, Ion, Demands, Classical Wet Chemistry, Total & Fecal Coliforms		X							\$330	\$330
Microbiology Including Fecal & Total Coliform									\$330	
Bioassay / Biomonitoring									\$330	
Organics Including Volatiles, Semi-Volatiles, Pesticides, Herbicides, and PCBs		X	X	X	X				\$330	\$330
Dioxins and Furans		X							\$330	\$330
Radiochemistry									\$330	
Asbestos		X							\$330	\$330
Geotechnical Soil Testing									\$330	
Minor Conventional Parameters (BOD ₅ , O&G, TSS, Fecal & Total Coliform, Residual Chlorine Only)*									\$264	
*Do not check this category if you checked any other category. This category is for laboratories seeking accreditation for these parameters only.			Total Test Category Annual Fee						\$ 1980	

TOTAL ANNUAL FEE CALCULATION

Total Test Category Annual Fee (From above)	\$ 1980
Annual Surveillance and Evaluation Fee (ASEF) <i>Add \$330 if you checked only one Test Category above.</i>	\$ 0
Total Annual Fee for Your Laboratory Total Test Category Annual Fee + ASEF (if applicable)	\$ 1980

Section P. Clean Water Act Methodology: Circle the approved method(s) for each Clean Water Act parameter that the laboratory is seeking accreditation to perform. Laboratories applying for accreditation must use EPA-approved methodologies or other methods specifically approved by DEQ. ***If the laboratory is seeking accreditation for additional methods not listed in a table in this Section, the parameter, method, and other necessary information (including the page number of the corresponding table) should be listed in the Miscellaneous Methodologies Table in Section V.*** For out-of-state laboratories, if a parameter is not listed on their accreditation/certificate by their State Accrediting/Certifying Authority, approval cannot be issued by the Louisiana Environmental Laboratory Accreditation Program. Organic parameters must be listed by method and analyte in Section V.

Section Q. Solid and Hazardous Waste Methodology: Circle the approved method(s) for each Solid and Hazardous Waste parameter that the laboratory is seeking accreditation to perform. Laboratories applying for accreditation must use EPA-approved methodologies or other methods specifically approved by DEQ. ***If the laboratory is seeking accreditation for additional methods not listed in a table in this Section, the parameter, method, and other necessary information (including the page number of the corresponding table) should be listed in the Miscellaneous Methodologies Table in Section V.*** For out-of-state laboratories, if a parameter is not listed on their accreditation/certificate by their State Accrediting/Certifying Authority, approval cannot be issued by the Louisiana Environmental Laboratory Accreditation Program. Organic parameters must be listed by method and analyte in Section V.

Section R. Shellfish Waters and Meats Methodology: Circle the approved method(s) for each Shellfish Waters and Meats parameter that the laboratory is seeking accreditation to perform. Laboratories applying for accreditation must use EPA-approved methodologies or other methods specifically approved by DEQ. ***If the laboratory is seeking accreditation for additional methods not listed in a table in this Section, the parameter, method, and other necessary information (including the page number of the corresponding table) should be listed in the Miscellaneous Methodologies Table in Section V.*** For out-of-state laboratories, if a parameter is not listed on their accreditation/certificate by their State Accrediting/Certifying Authority, approval cannot be issued by the Louisiana Environmental Laboratory Accreditation Program.

Section S. Other Plant and Animal Tissue Methodologies: Write in the approved method(s) for each plant and animal tissue parameter that the laboratory is seeking accreditation to perform. Laboratories applying for accreditation must use EPA-approved methodologies or other methods specifically approved by DEQ. For out-of-state laboratories, if a parameter is not listed on their accreditation/certificate by their State Accrediting/Certifying Authority, approval cannot be issued by the Louisiana Environmental Laboratory Accreditation Program.

Section T. Clean Air Act Methodology: Circle only the approved method(s) that the laboratory is seeking accreditation to perform. Out-of-state laboratories: The states certifying Authority's certificate must reflect the appropriate certification for each method circled. **NIOSH & OSHA Methods:** In the space below, write in the number of the NIOSH or OSHA method that the laboratory is seeking accreditation

to perform. **Other EPA Methods:** In the space below, write in the number of the EPA-approved methods the laboratory is seeking accreditation to perform. (Examples: EPA 15; EPA 23; EPA 114; R-1 to R-64). ***If the laboratory is seeking accreditation for additional methods not listed in a table in this Section, the parameter, method, and other necessary information (including the page number of the corresponding table) should be listed in the Miscellaneous Methodologies Table in Section V.***

Section U. Radiological Methodology and Equipment: Circle the approved method(s) for each radiological parameter that the laboratory is seeking accreditation to perform. Laboratories applying for accreditation must use EPA-approved methodologies or other methods specifically approved by DEQ. For out-of-state laboratories, if a parameter is not listed on their accreditation/certificate by their State Accrediting/Certifying Authority, approval cannot be issued by the Louisiana Environmental Laboratory Accreditation Program. Write in the required information regarding laboratory instrumentation.

Section V. Miscellaneous Methodologies: Write in approved parameters and methods for which the laboratory seeks accreditation which are not found in previous Sections in the application. This includes additional methods corresponding to parameters listed in the tables in previous Sections in the application and also parameters and methods that do not fit in any of the tables in previous Sections in the application.

Section W. Quality Control: Check the quality control practices used by your laboratory with the frequency they are performed. If a Section does not pertain to your laboratory, include "NA" in the comment section. The laboratory's quality assurance plan and a list of standard operating procedures must be submitted with the completed application package.

Section X. Statement of Validation: The application must be signed and dated by the Laboratory Representative attesting to the validity of the information documented in the application.

Section Y. Designation of Laboratory Representative: The Laboratory Representative must be designated by the laboratory's governing body (owners, directors, commissioners, councilmen, mayor, board members, or whosoever occupies the status of proprietor).

Section Z. Attestation of Compliance Form: Complete the form with the appropriate signatures and return it with your application.

NOTE: APPLICATION MUST BE TYPED. THE SHADED AREAS ON THE APPLICATION ARE FOR OFFICE USE ONLY. PLEASE DO NOT MARK IN THESE AREAS.

Office Mechanics and Filing:

One copy of the application form needs to be completed. The completed application form and a copy of the application form, along with the application fee, attachments, and enclosures need to be routed to the Louisiana Department of Environmental

Quality, Environmental Laboratory Accreditation Program. The mailing and shipping address appear below:

Mailing Address:

Office of Environmental Assessment
Louisiana Environmental Laboratory Accreditation Program
P. O. Box 4314
Baton Rouge, LA 70821-4314
Attn: Dr. David Boucher

Shipping Address:

Office of Environmental Assessment
Louisiana Environmental Laboratory Accreditation Program
1209 Leesville Avenue
Baton Rouge, LA 70802-4336
Attn: Dr. David Boucher

Please retain a copy of your completed application form in your file for future reference. If you have any questions concerning the application form or the Environmental Laboratory Accreditation Program, please call (225) 219-9800.

PARISH CODES AND FIPS CODES

PARISH CODES

Parish	Parish Code	Parish	Parish Code
Acadia	001	Madison	065
Allen	003	Morehouse	067
Ascension	005	Natchitoches	069
Assumption	007	Orleans	071
Avoyelles	009	Ouachita	073
Beauregard	011	Plaquemine	075
Bienville	013	Pointe Coupee	077
Bossier	015	Rapides	079
Caddo	017	Red River	081
Calcasieu	019	Richland	083
Caldwell	021	Sabine	085
Cameron	023	St Bernard	087
Catahoula	025	St Charles	089
Claiborne	027	St Helena	091
Concordia	029	St James	093
DeSoto	031	St John the Baptist	095

Parish	Parish Code	Parish	Parish Code
East Baton Rouge	033	St Landry	097
East Carroll	035	St Martin	099
East Feliciana	037	St Mary	101
Evangeline	039	St Tammany	103
Franklin	041	Tangipahoa	105
Grant	043	Tensas	107
Iberia	045	Terrebonne	109
Iberville	047	Union	111
Jackson	049	Vermilion	113
Jefferson	051	Vernon	115
Jefferson Davis	053	Washington	117
Lafayette	055	Webster	119
Lafourche	057	West Baton Rouge	121
La Salle	059	West Carroll	123
Lincoln	061	West Feliciana	125
Livingston	063	Winn	127

FIPS CODES

Table 1: FIPS State Codes for the States and the District of Columbia

Name	FIPS State Numeric Code	FIPS State Alpha Code	Name	FIPS State Numeric Code	FIPS State Alpha Code
Alabama	01	AL	Missouri	29	MO
Alaska	02	AK	Montana	30	MT
Arizona	04	AZ	Nebraska	31	NE
Arkansas	05	AR	Nevada	32	NV
California	06	CA	New Hampshire	33	NH
Colorado	08	CO	New Jersey	34	NJ
Connecticut	09	CT	New Mexico	35	NM
Delaware	10	DE	New York	36	NY
District of Columbia	11	DC	North Carolina	37	NC
Florida	12	FL	North Dakota	38	ND
Georgia	13	GA	Ohio	39	OH
Hawaii	15	HI	Oklahoma	40	OK
Idaho	16	ID	Oregon	41	OR
Illinois	17	IL	Pennsylvania	42	PA
Indiana	18	IN	Rhode Island	44	RI
Iowa	19	IA	South Carolina	45	SC
Kansas	20	KS	South Dakota	46	SD
Kentucky	21	KY	Tennessee	47	TN
Louisiana	22	LA	Texas	48	TX
Maine	23	ME	Utah	49	UT
Maryland	24	MD	Vermont	50	VT
Massachusetts	25	MA	Virginia	51	VA
Michigan	26	MI	Washington	53	WA
Minnesota	27	MN	West Virginia	54	WV
Mississippi	28	MS	Wisconsin	55	WI
			Wyoming	56	WY

Table 2: FIPS State Codes for the Outlying Areas of the United States, the Freely Associated States, and Trust Territory

Area Name	FIPS State Numeric Code	FIPS State Alpha Code	Status
American Samoa	60	AS	1
Federated States of Micronesia	64	FM	3
Guam	66	GU	
Marshall Islands	68	MH	3
Northern Mariana Islands	69	MP	
Palau	70	PW	4
Puerto Rico	72	PR	1
U.S. Minor Outlying Islands	74	UM	2
Virgin Islands of the U.S.	78	VI	1

Status:

1. Under U.S. sovereignty
2. An aggregation of nine U.S. territories: Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Island. Each territory is assigned a FIPS County Code in FIPS PUB 6-3, and may be individually identified through a combination of the FIPS State Code (74 or UM) and the appropriate FIPS County Code.
3. A Compact of Free Association with the United States of America is now in full force. It was announced by Presidential proclamation on November 3, 1986.
4. Remains a trust territory.

Table 3: FIPS State Numeric Codes for the Individual Minor Outlying Island Territories

Area Name	FIPS State Numeric Code
Baker Island	81
Howland Island	84
Jarvis	86
Johnston Atoll	67
Kingman Reef	89
Midway Islands	71
Navassa Island	76
Palmyra Atoll	95
Wake Island	79

FIPS PUB 5-2

CHANGES REQUEST FORM TO
FIPS PUB5-2

CODES FOR THE IDENTIFICATION OF THE STATES, THE DISTRICT OF COLUMBIA AND THE OUTLYING AREAS OF THE UNITED STATES, AND ASSOCIATED AREAS
Institute for Computer Science and Technology
Technology Building, Room B-14
National Bureau of Standards